



OUTSIDE SERVICE AREA APPLICATION

3 WAYS TO APPLY:

Mail or Submit in person to:

Harford County Liquor Control Board, 16 North Main Street, Bel Air, MD 21014
Fax: 410.638.4970

Trade Name: _____

Business Address: _____

Phone No.: _____

Outside service areas that are operated as part of the licensed premises require approval from the Board of Licensed Commissioners.

We/I understand the regulations outlined in the attached information sheet and all other applicable Rules and Regulations of the Harford County Liquor Control Board.

(Print Licensee's Name) (Signature of Licensee) (Date)

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1. Plan Attached, including barrier, tables, and chairs: () Yes () No

2. Outside Area Dimensions: _____ No. of Tables: _____ No. of Chairs: _____

3. Outside Area attached to premises with facility entrance/exit: () Yes () No

If no, explain alcohol service plan: _____

4. Part of Lease Agreement: () Yes () No

Landlord Name: _____ Landlord Signature: _____

5. Located on public right-of-way (sidewalk): () Yes () No

- It is the licensee/applicants responsibility to obtain all required permits from all approving agencies, i.e. health department, zoning, fire marshal.
- Outside areas which are located on public right-of-way require additional approval by the County and/or Town.
- Outside areas located within Town limits must obtain written approval from those jurisdictions.

NOTE: Once the outside area has been approved, you must obtain final compliance inspection before you open and serve alcoholic beverages to that area.

For Office Use Only:

☐ Received By HCLCB: Date: _____ Initials: _____

☐ Approved By HCLCB: Date: _____ Initials: _____

(HCLCB SEAL)

REQUIREMENTS FOR PERMANENT/SEASONAL OUTSIDE SERVICE CLASS "B" RESTAURANT & "C" CLUB LICENSE

- No service of alcohol can take place on an outside deck or patio area unless prior Board approval has been requested and approved.
- Area for which outside service is being requested must be attached to the licensed premises (building) in some manner.
- All applicable permits must be approved and obtained from all approving agencies i.e., health department, zoning, fire marshal. This is the responsibility of the licensee. Final approval from the LCB is contingent upon all requirements being fulfilled for additions to your licensed premises.
- Outside/seasonal service of alcoholic beverages is a *privilege* which is granted by the LCB. The privilege of outside service can be suspended or revoked by the LCB for violations of the alcohol beverage laws.
- To apply/request for service of alcohol in/on an outside area of your licensed premises the following must be completed:
 1. A written request to the Board detailing the area that you are going to utilize for the outside service.
 2. In the request you must articulate the **exact** location for the service, times for service and the stationary and/or moveable structure for containment of the area of service. ****Roping or tape is not an acceptable product for containment purposes.**
 3. A diagram must be included with the request showing where you are requesting outside service. Photos may also be submitted as part of your request.
 4. In addition to the diagram and narrative you must also include specifics on the type of structure that will be used for containment, and how the area is going to be controlled or monitored.
 5. An inspection by LCB staff of the requested service area may be required prior to final approval of the request.
 6. Once an approval for outside service is approved, yearly requests do not have to be made **UNLESS** there is a change in the service area or monitoring.

*** One time event request for outside activities at a licensed location requires only an *Outside Event Application for License Holders*, which can be found in the download section of our web page:

www.harfordcountmd.gov/lcb